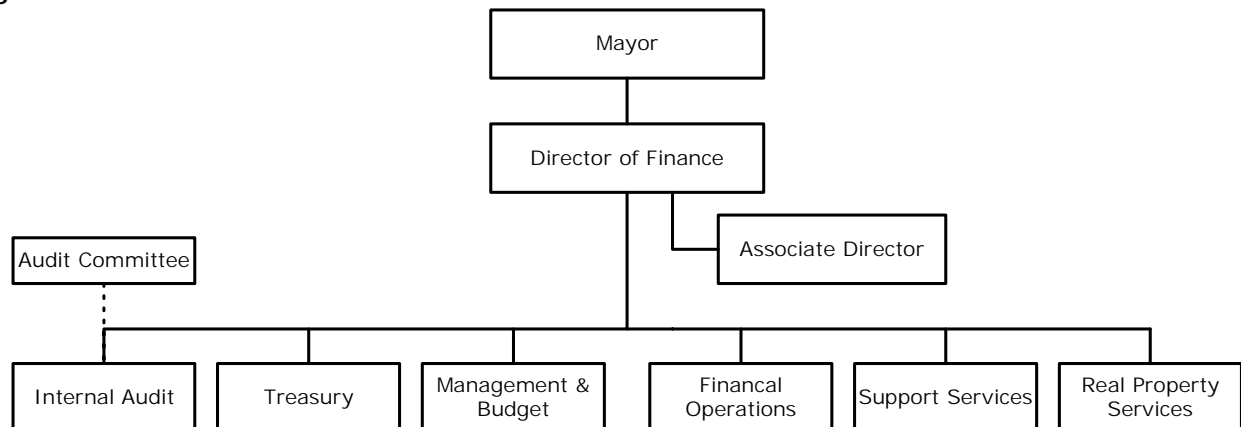


15 Finance-At a Glance



Vision	Excellence in the management of public resources.																																																																						
Mission	The Department of Finance provides leadership by promoting sound management principles and practices and by effectively managing financial and other resources to enable the community to achieve its goals.																																																																						
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Organizational Structure



15 Finance-At a Glance



Budget Highlights for FY 2003

GSD	
• Pay Plan/Benefit adjustments	\$335,600
• Postal Service rates increase	7,400
• Information Systems billings	-80,692
• Telecommunication net adjustment	-18,044
• General Fund appropriation for Office of Americans with Disability Act for program costs	160,000
• Increased operating expense for the Office of Minority and Small Business	15,000
• Add 2 positions to staff the Office Minority and Small Business	90,000
• Disparity Study for Office of Minority and Small Business	300,000
• Add 2 positions in Financial Operations due to the additional accounting work on upcoming Board of Education projects	90,000
• Reduction of expenses	-92,000
	<u>807,264</u>
Real Property Services*	
• Pay Plan/Benefit adjustment	30,100
• Add Technical Specialist 1 due to increased workload	51,800
	<u>81,900</u>
Treasury*	
• Information Systems billings	17,507
ADA**	
• Pay Plan/Benefit adjustment	24,650
• Fleet Management Consolidation net adjustment	550
• Information Systems billings	17,925
	<u>43,125</u>
Total	<u>\$949,796</u>

* This is an Internal Service Fund and expenses are offset by revenues.

**This is a Special Revenue Fund and expenses are offset by revenues.

Overview

DIRECTOR OF FINANCE

The Finance Director administers the financial affairs of the Metropolitan Government in accordance with the provisions of the Charter, applicable ordinances, other laws and regulations, and practices of sound financial management. The Director of Finance is responsible to the Mayor for the oversight of the activities of the department and the implementation of the strategic plan.

INTERNAL AUDIT

Internal Audit audits each department periodically to assess department performance in terms of the effectiveness and efficiency with which each department

carries out its mission; reviews departments' system of internal controls to ensure that resources are managed appropriately and that information is properly, promptly and accurately processed; and present audit findings and recommendations to management, to the Administration, to the Council and to the public.

This Office performs requested audit work, studies or other assistance as requested by the Director of Finance, Mayor or other departments. It also provides audit implementation assistance to departments as needed as well as monitors the implementation status of issued audits and provides status reports to audit committee and others.

It also performs special projects and works with Finance and other Metro teams that provide or enhance the overall sound management of Metro.

TREASURY

The Treasury Cash Management section of this Office processes deposits and revenue postings received from various Metro Departments. It also prints and distributes daily vendor check runs, prepares all Treasury related accounting entries, manages Metro's banking relationship and reviews/analyzes benefit trust fund bank activity.

The Treasury Investment Management section of this Office maintains current investment portfolios as well as analyzes daily cash position and make appropriate investment decisions. It also supports the Investment Committee of the Employee Benefit Board, the Cash Investment Committee and the Plan Administrator for Deferred Compensation Plan.

The Treasury Debt Management section of this Office reviews all proposals for issuing or restructuring prior issues of Metro general obligation or revenue bonds and coordinates issuing activities between the Metro team, consultants, bond attorneys, and underwriters. It also prepares arbitrage rebate liability charts and graphs for management review as well as prepares annual disclosure statements.

MANAGEMENT AND BUDGET

The Office of Management and Budget (OMB) supports all entities within Metro Government in their core business functions of planning and budgeting. The OMB coordinates and manages Metro Government's annual operating and capital budgets; implements and manages a comprehensive system of "managing for results" (strategic planning and performance measurement); implements and manages full cost accounting and indirect cost policies and procedures; and prepares financial documents for the Department of Finance.

FINANCIAL OPERATIONS

Financial Operations serves as the steward of the financial resources of Metropolitan Government.

15 Finance-At a Glance

The Office of Financial Operations consists of two Divisions:

- Accounts
- Payroll and Benefits

The Division of Accounts establishes accounting policy; maintains the comprehensive chart of accounts; provides financial reporting, including the CAFR (Comprehensive Annual Financial Report) and Single Audit; maintains accurate and timely general ledger for the Government; provides accounts payable processing; provides debt service administration; and maintains fixed asset records.

The Division of Payroll and Benefits provides payroll and pension processing, including disbursement of taxes, deductions and benefits, for active and retired employees.

SUPPORT SERVICES

The Office of Support Services includes into a collection of diverse divisions that deliver essential services to all Metro agencies. The Office encompasses seven divisions:

- Americans with Disabilities Act (ADA) Compliance
- Customer and Claim Services
- FASTnet
- Grants Coordination
- Grants Monitoring
- Minority and Small Business Assistance
- Purchasing
- Surplus Property Warehouse

ADA Compliance coordinates the efforts of Metro Government to comply with the requirements of the Americans with Disabilities Act of 1990 and other affiliated legislation and regulation.

Customer Service and Claims provides a centralized call center to assist Metro in providing customer services to Metro citizens and employees. In addition, this area assists Metro with accounts receivable management and Health Insurance Portability and Accountability Act (HIPAA) Compliance.

Division of FASTnet (Financial Administrative Shared Teleprocessing Network) provides the implementation, support and training of software within FASTnet (including general ledger, accounts payable, accounts receivable, purchase order processing, fixed assets, work order & service billing, budgeting and position control, human resources, payroll & pensions, and employee benefits) as well as other complementary financial management software solutions.

Division of Grants Coordination (DGC) assists Metro in participating effectively in grant programs that are designed to promote innovations, enhanced services, and professional development within local government. DGC provides assistance in Funding Development and Coordination of Grants.

Division of Grants Monitoring (DGM) is responsible for conducting programmatic and fiscal compliance reviews of Metro's grant programs. The reviews include Metro departments and agencies that receive federal and state grants, and non-profit organizations that receive direct appropriations from Metro.

The Division of Purchasing administers procurement policies and procedures and also facilitates the procurement goods, services, and construction for Metropolitan Government of Nashville and Davidson County except for a few agencies that are exempt.

Minority and Small Business provides information, technical assistance and resources to small and minority businesses in Davidson County to enhance their economic growth.

The Division of Surplus Property supports Metro agencies in the disposition, redistribution and sale of Metro personal property that is deemed excess or surplus.

REAL PROPERTY SERVICES

The Office of Real Property Services administers and enhances the planning, design, and construction management processes for all capital outlay projects. While seeking to maximize the use of Metro-owned real properties, this office also maintains a comprehensive inventory of all Metro-owned and/or leased facilities.

This Office plans and designs for the "highest and best" use of Metro facilities and real estate; manages or monitors all Metro facility-related construction projects; acquires and disposes of real property assets through purchase or lease; conducts space needs analysis; administers real property leases; plans and implements appropriate tenant loading of Metro facilities; provides technical support for Metro agencies and direction for consultants providing service to Metro Nashville Government; designs and implements a "Facilities Revolving Fund"; provides staff assistance to the ADA Compliance Committee; and assists in the development of the Capital Improvements Budget.

This Office was formerly known as Facilities Planning and Construction Management.

15 Finance—Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
DIRECTOR OF FINANCE					
1. Ensure the continuing fiscal integrity of the Metropolitan Government.	Bond ratings, most recent General Obligation issue: Standard & Poor's Moody's Investor Service Fitch	AA Aa2 AA+	AA Aa2 AA+	AA Aa2 AA+	AA Aa2 AA+
INTERNAL AUDIT					
1. Conduct routine performance, internal control and compliance audits and special audits of Metro departments, boards, commissions, agencies, elected officials, and other accounts. Provides management with assistance as needed.	a. Performance audit rotation plan (number of audits issued) b. Requested audit work (number of reports issued) c. Implementation monitoring d. Special projects	na na na na	6 6 na 1	5 8 9 4	6 8 15 4
N/A Performance measures for FY 2001 and FY 2002 were budgeted hours.					
TREASURY					
1. Accurately process all receipts.	Number of receivable warrants processed	22,000	18,449	21,000	21,000
2. Control release of all vendor checks.	Number of vendor checks processed	60,000	54,203	61,000	61,000
3. Effectively manage all invested funds.	Achieve average annual rate of return greater than: 90 day T-Bill Index and State LGIP on cash	yes	yes	yes	yes
MANAGEMENT AND BUDGET					
Capital Budget					
1. Implement governmental best practices in Capital Budget preparation.	Implementation of best practices	na	na	yes	yes
2. Provide quarterly status reports on approved and funded capital projects.	Number of quarterly capital project updates distributed	na	na	4	4
Managing for Results					
1. Facilitate training and support departments in their implementation of Managing for Results.	Number of departments successfully recruited and implementing Managing for Results	na	1	16	36
Cost Accounting					
1. Provide assistance to all Metro agencies in establishing and maintaining effective indirect cost recovery programs.	Number of departments utilizing new indirect cost recovery process	na	6	6	6

15 Finance—Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
2. Provide assistance to all Metro agencies to ensure billing rate structures are effective and comply with local, state, and federal policies and procedures.	Number of Metro agency billing rate structures reviewed annually	na	5	5	5

Operating Budget

1. Prepare and distribute a balanced operating budget by May 25 of each fiscal year that represents best practices in governmental budgeting.	Receive Government Finance Officer's Association Distinguished Budget Presentation Award	yes	yes	yes	yes
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FINANCIAL OPERATIONS

Accounts

1. Process the financial transactions of Metropolitan Government timely and accurately. Issue reports of the financial condition and operation of Metropolitan Government timely and accurately.	a. Receive unqualified audit opinion	yes	yes	yes	yes
	b. Receive GFOA Certificate of Achievement in Financial Reporting	yes	yes	yes	yes
	c. Initiate imaging and document management and workflow solutions (accounts payable, payroll, etc.)	na	na	yes	yes
	d. Issue CAFR and Single Audit within required timeframe	na	na	yes	yes
	e. Implement GASB 34 for year end June 30, 2002	na	na	yes	yes
	f. Develop tools for measuring the promptness of payments to vendors	na	na	yes	na

Payroll and Benefits

1. Execute payrolls (active and retiree) timely and accurately. Distribute paychecks and disburse related payroll liabilities in a timely and efficient manner. Simplify payroll frequency. Encourage direct deposit.	a. Implement labor management software	na	na	yes	yes
	b. Convert weekly payroll employees to semi-monthly pay frequency	na	na	yes	na
	c. Maintain integrity over pension calculations and streamline underlying process for improved customer service	na	na	yes	yes

15 Finance—Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
SUPPORT SERVICES					
ADA Compliance					
1. Develop, adopt and implement procedures necessary to institutionalize compliance with the American's with Disabilities Act.	a. Completion of self-evaluation of programs, services, activities and facilities. (%)	na	na	100	99.9
	b. Percentage of Metropolitan Government construction and renovation of all parks, playgrounds, facilities and rights-of-ways that include compliance requirements	na	na	na	75
Customer and Claims Services					
1. To implement a customer relationship management system to deliver and track pertinent customer information.	Successful resolution of issues raised through the customer management system. (%)	na	na	na	90
Grants Coordination					
1. To provide support services to Metro agencies for new grant opportunities and the grant approval process.	Improve grant approval process	na	na	na	yes/no
FASTnet					
1. Ongoing education and training to improve the use of FASTnet as a tool to improve fiscal management and efficiency. Procure and implement solutions that integrate and complement FASTnet in the areas of time and labor management, imaging, and document and workflow management.	a. Expand use of job cost module	na	na	na	yes
	b. Complete MBOE implementation project	na	na	na	yes
Grants Monitoring					
1. To conduct internal monitoring of Metro agencies that receive federal and state financial assistance and non-profit organizations that receive appropriations from Metro government is the responsibility of this division.	a. Percentage of Metro agencies receiving federal and state grants that are monitored by year-end	na	na	na	80%
	b. 100% of non-profits monitored by year-end	na	na	na	yes

15 Finance—Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
Minority & Small Business Assistance					
1. To promote the development of minority and small businesses in Nashville and Davidson County by providing information, technical assistance and resources to enhance their economic growth.	a. Number of small and minority businesses that are provided with technical assistance and educational workshops	na	na	na	100
	b. Number of Metro departments that are provided with technical assistance and educational workshops	na	na	na	10
Purchasing					
1. Procure goods, services, and construction needed by Metro agencies.	a. Annual valid protests of purchasing awards	na	na	na	<1
	b. Design and complete implementation plan of e-procurement system	na	na	na	yes
	c. Develop customer relation strategy by year-end	na	na	na	yes
Surplus Property Warehouse					
1. To coordinate and facilitate excess property transfers, surplus property dispositions, and new vehicle/equipment transactions.	a. On-line auction system implemented	na	na	na	yes
	b. Customer expectation baseline is created	na	na	na	yes
REAL PROPERTY SERVICES					
1. Administer and enhance the planning, design, and construction management processes for all capital outlay projects.	a. Complete projects on schedule (%)	na	na	na	75
	b. Projects completed within or under budget (%)	na	na	na	75
2. Increase customer awareness of the services offered by the Office of Real Property Services.	Implement a marketing campaign to increase customer awareness of our services	na	na	na	yes
3. Design and implement a Facilities Revolving Fund.	Development of Facilities Revolving Fund (FRF) and a plan for implementing FRF	na	na	na	yes
4. Promote the effective and consistent use of Metro leased properties/facilities.	Percentage of Metro leases that are reviewed	na	na	na	100

15 Finance—Financial



Finance
GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	4,280,064	3,688,640	5,662,445	6,022,583
Fringe Benefits	1,135,889	873,197	1,439,552	1,511,700
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	5,415,953	4,561,837	7,101,997	7,534,283
OTHER SERVICES:				
Utilities	2,100	1,275	600	600
Professional Services	1,368,378	1,934,327	226,839	517,900
Purchased Services	57,885	62,785	32,246	32,300
Travel	22,822	21,584	74,495	77,400
Communications	2,660	2,783	4,232	5,200
Printing	37,067	39,040	60,053	63,200
Advertising & Promotion	11,900	14,467	19,290	18,600
Subscriptions	17,548	9,512	16,998	16,000
Tuition, Reg., & Membership Dues	28,525	31,446	61,137	61,200
Repairs & Maintenance Services	25,150	22,883	35,804	36,300
Internal Service Fees	156,318	130,431	486,373	394,737
TOTAL OTHER SERVICES	1,730,353	2,270,533	1,018,067	1,223,437
OTHER EXPENSE:				
Supplies and Materials	30,446	64,574	93,941	102,100
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	5,000	3,007	2,000	2,000
Licenses, Permits, & Fees	234,970	235,373	258,851	258,900
Taxes	300	538	0	900
Grant Contributions & Awards	110	198	0	0
TOTAL OTHER EXPENSE	270,826	303,690	354,792	363,900
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	5,350	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	7,417,132	7,141,410	8,474,856	9,121,620
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	170,000	160,500
TOTAL EXPENSE AND TRANSFERS	7,417,132	7,141,410	8,644,856	9,282,120

15 Finance—Financial



Finance
GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	901	675	675
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	901	675	675
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	249,570	0	0
Miscellaneous Revenue	0	29,206	0	0
Use of Money or Property	360,623	0	0	0
Subtotal Other Program Revenue	360,623	278,776	0	0
TOTAL PROGRAM REVENUE	360,623	279,677	675	675
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	284,837	263,463	274,300	92,647
TOTAL NON-PROGRAM REVENUE	284,837	263,463	274,300	92,647
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	658,867	727,700
TOTAL REVENUE AND TRANSFERS	645,460	543,140	933,842	821,022

15 Finance—Financial



Finance ADA Management Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	84,718	96,800	418,845	439,400
Fringe Benefits	22,027	27,542	104,021	108,100
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	106,745	124,342	522,866	547,500
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	45,267	279,135	130,000	130,000
Purchased Services	0	0	0	0
Travel	1,800	245	28,938	28,900
Communications	8,750	0	12,500	12,500
Printing	0	0	6,500	6,500
Advertising & Promotion	0	13,584	20,000	20,000
Subscriptions	0	0	1,000	1,000
Tuition, Reg., & Membership Dues	3,210	0	15,500	15,500
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	19,066	5,758	31,008	49,537
TOTAL OTHER SERVICES	78,093	298,722	245,446	263,937
OTHER EXPENSE:				
Supplies and Materials	116,870	73,743	8,500	8,500
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	13,444	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	130,314	73,743	8,500	8,500
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	16,720	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	315,152	513,527	776,812	819,937
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	315,152	513,527	776,812	819,937

15 Finance—Financial



Finance ADA Management Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	315,152	513,526	776,812	819,937
TOTAL REVENUE AND TRANSFERS	315,152	513,526	776,812	819,937

15 Finance—Financial



Finance Real Property Services

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	518,918	133,160	679,030	752,900
Fringe Benefits	134,919	24,600	190,220	201,600
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	653,837	157,760	869,250	954,500
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	1,380	0	0
Purchased Services	0	0	0	0
Travel	0	0	5,500	5,800
Communications	3,550	0	7,300	4,500
Printing	2,000	0	9,100	9,100
Advertising & Promotion	1,750	0	12,200	12,200
Subscriptions	1,000	0	2,000	2,000
Tuition, Reg., & Membership Dues	2,000	245	17,000	21,000
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	27,020	11,912	51,050	55,500
TOTAL OTHER SERVICES	37,320	13,537	104,150	110,100
OTHER EXPENSE:				
Supplies and Materials	100,715	60,601	39,700	32,500
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	17,190	10,954	10,000	6,000
Taxes	0	200	0	400
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	117,905	71,755	49,700	38,900
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	1,500
EQUIPMENT, BUILDINGS, & LAND	7,000	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	816,062	243,052	1,023,100	1,105,000
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	816,062	243,052	1,023,100	1,105,000

15 Finance—Financial



Finance Real Property Services

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	816,062	232,051	1,023,100	1,105,000
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	816,062	232,051	1,023,100	1,105,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	816,062	232,051	1,023,100	1,105,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	816,062	232,051	1,023,100	1,105,000

15 Finance—Financial



Finance Treasury Management

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	228,531	462,707	484,617
Fringe Benefits	0	71,571	143,443	150,500
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	300,102	606,150	635,117
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	510,622	82,596	54,600
Purchased Services	0	32,386	2,400	2,400
Travel	0	2,899	3,000	3,100
Communications	0	442	600	600
Printing	0	1,351	1,745	700
Advertising & Promotion	0	0	750	800
Subscriptions	0	509	525	500
Tuition, Reg., & Membership Dues	0	1,709	2,651	2,600
Repairs & Maintenance Services	0	829	2,000	2,000
Internal Service Fees	0	32,588	26,977	44,484
TOTAL OTHER SERVICES	0	583,335	123,244	111,784
OTHER EXPENSE:				
Supplies and Materials	0	1,225	13,300	13,300
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	2,028	2,000	2,000
Licenses, Permits, & Fees	0	25	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	3,278	15,300	15,300
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	886,715	744,694	762,201
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	0	886,715	744,694	762,201

15 Finance—Financial



Finance Treasury Management Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	886,697	744,694	762,201
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	886,697	744,694	762,201
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	18	0	0
Subtotal Other Program Revenue	0	18	0	0
TOTAL PROGRAM REVENUE	0	886,715	744,694	762,201
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	886,715	744,694	762,201

15 Finance—Financial



Finance Surplus Property Auction

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	0	0	0
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	30,000
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	0	0	0
TOTAL OTHER SERVICES	0	0	0	30,000
OTHER EXPENSE:				
Supplies and Materials	0	0	0	0
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	0	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	0	0	0
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	0	0	30,000
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	0	0	0	30,000

15 Finance—Financial



Finance Surplus Property Auction

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	30,000
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	30,000
TOTAL PROGRAM REVENUE	0	0	0	30,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	30,000

15 Finance—Financial



Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
15 Finance Department - GSD Fund 10101								
Account Clerk 2	4370	GS04	2	2.0	1	1.0	0	0.0
Account Clerk 3	3730	GS05	8	8.0	7	7.0	0	0.0
Accountant 2	7237	GS07	7	7.0	4	4.0	0	0.0
Accountant 4	7239	GS11	2	2.0	0	0.0	0	0.0
Accounting Assistant Chief	0270	GS12	1	1.0	1	1.0	0	0.0
Accounting Chief	1050	GS13	1	1.0	0	0.0	0	0.0
Admin Services Manager	7242	SR13	2	2.0	3	3.0	2	2.0
Admin Services Officer 2	7243	SR08	1	1.0	3	3.0	0	0.0
Admin Services Officer 3	7244	SR10	2	2.0	0	0.0	3	3.0
Admin Services Officer 4	7245	SR12	2	2.0	3	3.0	0	0.0
Administrative Assistant 1	7240	GS06	1	1.0	1	1.0	0	0.0
Administrative Assistant 2	7241	SR09	1	1.0	1	1.0	1	1.0
Administrative Specialist	7720	SR11	1	1.0	1	1.0	1	1.0
Application Tech 1	10100	SR07	0	0.0	6	6.0	19	19.0
Application Tech 2	10102	SR08	0	0.0	0	0.0	5	5.0
Auditing Assistant Mgr	6151	GS12	1	1.0	1	1.0	0	0.0
Auditing Manager	2580	SR15	1	1.0	1	1.0	1	1.0
Auditor 1	0650	GS07	2	2.0	5	5.0	0	0.0
Auditor 2	4410	GS09	0	0.0	3	3.0	0	0.0
Auditor 3	3744	GS11	5	5.0	9	9.0	0	0.0
Benefits Administrator	7724	GS10	0	0.0	1	1.0	0	0.0
Benefits Assistant 1	7725	GS05	0	0.0	3	3.0	0	0.0
Benefits Assistant 2	7726	GS06	0	0.0	1	1.0	0	0.0
Benefits Specialist 2	7728	GS07	0	0.0	2	2.0	0	0.0
Benefits Specialist 3	7766	GS09	0	0.0	1	1.0	0	0.0
Budget Analyst 2	0780	GS07	1	1.0	0	0.0	0	0.0
Budget Analyst 3	4440	GS09	2	2.0	3	3.0	0	0.0
Budget Analyst 4	3746	GS11	2	2.0	6	6.0	0	0.0
Budget Officer	0800	GS13	1	1.0	1	1.0	0	0.0
Budget Officer-Assistant	0795	GS12	1	1.0	1	1.0	0	0.0
Business Development Officer	6699	SR12	0	0.0	0	0.0	1	1.0
Buyer 1	7258	GS05	2	2.0	2	2.0	0	0.0
Buyer 2	0920	GS07	3	3.0	1	1.0	0	0.0
Buyer 3	4455	GS09	5	5.0	3	3.0	0	0.0
Buyer 4	0520	GS11	1	1.0	3	3.0	0	0.0
Collections & Billing Manager	N/A	GS13	0	0.0	1	1.0	0	0.0
Customer Service Manager	0746	SR11	0	0.0	2	2.0	2	2.0
Customer Service Representative	6855	GS09	0	0.0	3	3.0	0	0.0
Customer Service Supervisor	6598	SR10	0	0.0	0	0.0	1	1.0
Equip Inventory Asst.1	1872	GS05	1	1.0	0	0.0	0	0.0
Equip Inventory Asst.2	7301	GS06	1	1.0	1	1.0	0	0.0
Equipment & Supply Clerk 2	3440	SR06	0	0.0	0	0.0	1	1.0
Finance Administrator	10108	SR13	0	0.0	0	0.0	10	10.0
Finance Assistant Dir	6108	SR15	0	0.0	3	3.0	3	3.0
Finance Associate Dir	7704	SR16	1	1.0	1	1.0	1	1.0
Finance Director	1570	DP03	1	1.0	1	1.0	1	1.0
Finance Manager	6232	SR14	0	0.0	1	1.0	5	5.0
Finance Officer 1	10150	SR08	0	0.0	1	1.0	12	12.0
Finance Officer 2	10151	SR10	0	0.0	0	0.0	14	14.0
Finance Officer 3	10152	SR12	0	0.0	0	0.0	25	25.0
Finance Specialist	10153	SR13	0	0.0	0	0.0	4	4.0
Info Systems Analyst 1	7779	SR10	1	1.0	2	2.0	2	2.0
Info Systems Analyst 2	7780	SR11	1	1.0	2	2.0	1	1.0

15 Finance—Financial



			FY 2001		FY 2002		FY 2003	
	<u>Class</u>	<u>Grade</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
15 Finance Department - GSD Fund 10101								
Info Systems Specialist	7783	SR12	1	1.0	4	4.0	2	2.0
Info Systems Technician 1	7784	GS07	0	0.0	1	1.0	0	0.0
Information Systems Div Mgr	7318	SR14	1	1.0	1	1.0	1	1.0
Management Services Manager	N/A	GS13	0	0.0	1	1.0	0	0.0
Office Assistant 2	7748	GS04	3	3.0	3	3.0	0	0.0
Office Assistant 3	7749	GS05	3	3.0	3	3.0	0	0.0
Office Manager 1	5956	GS06	1	1.0	1	1.0	0	0.0
Office Manager 2	7339	GS07	1	1.0	1	1.0	0	0.0
Office Rep 3	10122	SR06	0	0.0	1	1.0	4	4.0
Office Support Manager	10119	SR09	0	0.0	0	0.0	2	2.0
Office Support Rep 2	10121	SR05	0	0.0	1	1.0	2	2.0
Office Support Spec 1	10123	SR07	0	0.0	0	0.0	2	2.0
Office Support Spec 2	10124	SR08	0	0.0	0	0.0	2	2.0
Payroll Supervisor	5490	SR13	1	1.0	1	1.0	0	0.0
Payrolls Asst Supervisor	0598	GS09	1	1.0	1	1.0	0	0.0
Professional Specialist	7753	SR11	2	2.0	3	3.0	0	0.0
Program Manager II	7377	GS11	0	0.0	2	2.0	0	0.0
Publication Specialist	6893	SR07	2	2.0	2	2.0	2	2.0
Purchasing Agent	4000	SR14	1	1.0	1	1.0	1	1.0
Secretary 1	0060	GS05	2	2.0	2	2.0	0	0.0
Secretary 2	6146	GS06	3	3.0	2	2.0	0	0.0
Secretary 3	7398	GS07	0	0.0	1	1.0	0	0.0
Sp Asst Director	5945	GS12	3	3.0	1	1.0	0	0.0
Stores Manager	6180	SR10	0	0.0	0	0.0	1	1.0
Systems Advisor I	7234	SR13	0	0.0	5	5.0	4	4.0
Total Positions & FTE			89	89.0	134	134.0	138	138.0
15 Finance Department - Office of ADA Fund 30110								
ADA Coordinator	N/A	GS12	0	0.0	1	1.0	0	0.0
Admin Services Officer 3	7244	GS09	0	0.0	1	1.0	0	0.0
Administrative Services Manager	7242	SR13	0	0.0	0	0.0	1	1.0
CAD/GIS Analyst 2	7730	GS09	0	0.0	1	1.0	0	0.0
Compliance Inspector 2	7732	SR09	0	0.0	3	3.0	3	3.0
Compliance Inspector 3	7733	SR10	0	0.0	3	3.0	3	3.0
Customer Service Representative II	6855	GS04	0	0.0	1	1.0	0	0.0
Engineering Tech 3	7300	GS09	0	0.0	1	1.0	0	0.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	1	1.0
Technical Specialist 1	7756	SR11	0	0.0	0	0.0	3	3.0
Total Positions & FTE			0	0.0	11	11.0	11	11.0
15 Finance Department – Real Property Services Fund 51100								
Accountant IV		GS11	0	0.0	1	1.0	0	0.0
Admin Asst I		GS06	0	0.0	1	1.0	0	0.0
Administrative Service Manager		GS12	0	0.0	3	3.0	0	0.0
Finance Administrator	10108	SR13	0	0.0	0	0.0	3	3.0
Finance Assistant Director	6108	SR15	0	0.0	1	1.0	1	1.0
Finance Officer 2	10151	SR10	0	0.0	0	0.0	1	1.0
Finance Officer 3	10152	SR12	0	0.0	0	0.0	1	1.0
Office Support Spec 1	10123	SR07	0	0.0	0	0.0	1	1.0
Program Specialist III		GS09	0	0.0	1	1.0	0	0.0
Public Prop Negotiator 3	6391	GS11	1	1.0	1	1.0	0	0.0
Public Property Div Mgr	1640	SR13	1	1.0	1	1.0	1	1.0
Technical Specialist 1	7756	SR11	0	0.0	4	4.0	5	5.0
Technical Specialist 2	7757	Sr12	0	0.0	0	0.0	1	1.0
Total Positions & FTE			2	2.0	13	13.0	14	14.0

15 Finance—Financial

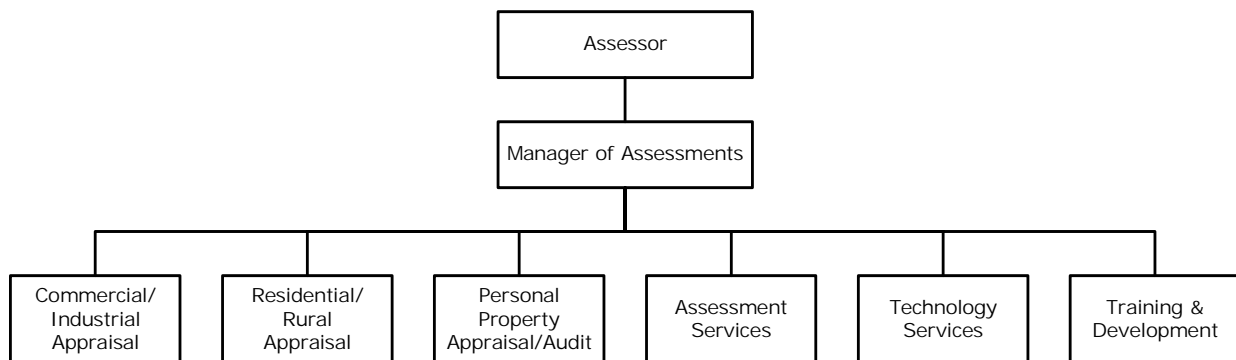


			FY 2001		FY 2002		FY 2003	
	<u>Class</u>	<u>Grade</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
15 Finance Department - Office Supply Fund 51140								
Equip And Supply Clerk 2	3440	GS05	1	1.0	0	0.0	0	0.0
Stores Manager	6180	GS09	1	1.0	0	0.0	0	0.0
Total Positions & FTE			2	2.0	0	0.0	0	0.0
15 Finance Department - Treasury Fund 51180								
Account Clerk 2	4370	GS04	2	2.0	2	2.0	0	0.0
Account Clerk 3	3730	GS05	1	1.0	1	1.0	0	0.0
Accountant 4	7239	GS11	0	0.0	1	1.0	0	0.0
Administrative Assistant 1	7240	GS06	1	1.0	1	1.0	0	0.0
Assistant Chief Investment Officer	N/A	GS12	0	0.0	1	1.0	0	0.0
Asst. Metropolitan Treasurer	0490	GS12	1	1.0	1	1.0	0	0.0
Cash Manager	6106	GS10	1	1.0	1	1.0	0	0.0
Finance Admin	10108	SR13	0	0.0	0	0.0	1	1.0
Finance Manager	6232	SR14	0	0.0	0	0.0	1	1.0
Finance Officer 2	10151	SR10	0	0.0	1	1.0	3	3.0
Finance Officer 3	10152	SR12	0	0.0	0	0.0	1	1.0
Investment Analyst	7789	GS09	0	0.0	1	1.0	0	0.0
Metropolitan Treasurer	3160	SR15	1	1.0	1	1.0	1	1.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	1	1.0
Office Support Rep 3	10122	SR06	0	0.0	0	0.0	2	2.0
Office Support Spec 2	10124	SR08	0	0.0	0	0.0	1	1.0
Total Positions & FTE			7	7.0	11	11.0	11	11.0
Grand Total Positions and FTE			100	100.0	169	169.0	174	174.0

16 Assessor of Property–At a Glance

Vision	Achieving equity in the appraisal of property for tax assessment.																																																						
Mission	To appraise real property at its market value, and business tangible personal property under schedules provided by law; to classify property correctly under the law; to apply property assessment in accordance with each parcel's proper classification; to maintain accurate public records; to reappraise every real parcel at least every four years and to reappraise all business tangible personal property annually; to provide property owners easy access to appeal rights; to generate annually an assessment roll for the purpose of property taxation by the Metropolitan Council.																																																						
Budget Summary	<table><tr><td></td><td><u>2000-01</u></td><td><u>2001-02</u></td><td><u>2002-03</u></td></tr><tr><td colspan="4">Expenditures and Transfers:</td></tr><tr><td>GSD General Fund</td><td>\$5,835,373</td><td>\$6,780,377</td><td>\$6,574,521</td></tr><tr><td>Special purpose funds</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td>Total Expenditures</td><td><u>\$5,835,373</u></td><td><u>\$6,780,377</u></td><td><u>\$6,574,521</u></td></tr><tr><td colspan="4">Revenues and Transfers:</td></tr><tr><td>Charges, Commissions, & Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Other Governments</td><td>254,328</td><td>242,306</td><td>217,089</td></tr><tr><td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td>Total Program Revenue</td><td><u>\$254,328</u></td><td><u>\$242,306</u></td><td><u>\$217,089</u></td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td>Total Revenues</td><td><u>\$254,328</u></td><td><u>\$242,306</u></td><td><u>\$217,089</u></td></tr></table>				<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	Expenditures and Transfers:				GSD General Fund	\$5,835,373	\$6,780,377	\$6,574,521	Special purpose funds	<u>0</u>	<u>0</u>	<u>0</u>	Total Expenditures	<u>\$5,835,373</u>	<u>\$6,780,377</u>	<u>\$6,574,521</u>	Revenues and Transfers:				Charges, Commissions, & Fees	\$0	\$0	\$0	Other Governments	254,328	242,306	217,089	Other Program Revenue	<u>0</u>	<u>0</u>	<u>0</u>	Total Program Revenue	<u>\$254,328</u>	<u>\$242,306</u>	<u>\$217,089</u>	Non-program Revenue	0	0	0	Transfers	<u>0</u>	<u>0</u>	<u>0</u>	Total Revenues	<u>\$254,328</u>	<u>\$242,306</u>	<u>\$217,089</u>
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Positions	Total Budgeted Positions	108	109	109																																																			
Contacts	Assessor of Property: Jo Ann North Financial Manager: Cathy Stonebrook 800 2 nd Avenue North 37201 email: joann.north@nashville.gov email: cathy.stonebrook@nashville.gov Phone: 862-6086 FAX: 862-6078																																																						

Organizational Structure



16 Assessor of Property—At a Glance

Budget Highlights FY 2003

• Elected Official salary increase/benefits	\$1,800
• Software upgrade, maintenance and technical support	18,400
• Computer software and support services related to AssessPRO appraisal software	29,000
• Hearing Officers to assist the Board of Equalization for appeals	15,000
• Postage and Delivery Service adjustment to mail Personal Property Tax Schedule B's	22,500
• Non-recurring FY 02 Hearing Officer Review Section for the reappraisal year	-143,000
• Non-recurring FY02 funding for International Association of Assessing Officers Conference	-60,000
• Pay Plan/Benefit adjustments	176,600
• Postal Service rates increase	1,000
• Information Systems billings	-177,611
• Fleet Management Consolidation net adjustment	-81,524
• Telecommunication net adjustment	-8,021
Total	<u>\$-205,856</u>

Overview

COMMERCIAL/INDUSTRIAL APPRAISAL AND RESIDENTIAL/RURAL APPRAISAL

The above divisions lists, inspects, and evaluates all taxable property within Davidson County (except for utilities assessed by the State of Tennessee), maintains property classification of parcels as "exempt, residential, farm, commercial, industrial, or utility," applies the appropriate percentage of assessed valuation as required by law, and generates a tax roll for the application of property taxes set by the Metropolitan County Council to be billed by the Davidson County Trustee.

The real property appraisal function is divided between residential and commercial/industrial units because of the special considerations required for each area; appraisals are updated after field inspection every four years, or sooner if improvements or demolitions are discovered which affect market value. There are more than 206,000 separate land parcels in Davidson County. The next countrywide reappraisal is scheduled for the values effective as of January 1, 2005.

The Reappraisal Program provides funding for the four-year cycle of reappraisal to update property values pursuant to TCA 67-5-1601. Reappraisal programs are conducted by the counties in accordance with standards, rules and regulations formulated by the State Board of Equalization.

The Board of Equalization provides funding for an independent board, appointed by the Metropolitan County Mayor, to hear appeals on appraisals, classifications and assessments on real and personal property. The board also may employ hearing officers to ensure the accessibility of all property owners to their appeal rights.

Hearing Officers Review provides funding for real property experts to conduct informal hearings on appraisals, classifications and assessments on real and personal property on behalf of the Board of Equalization.

PERSONAL PROPERTY APPRAISAL/AUDIT

The Personal Property Division updates its values on an annual basis, with for-profit businesses required to submit a schedule of all tangible personal property owned or leased by the business. Values are based on a schedule established under state law. More than 25,000 business accounts are filed each year.

Personal Property Audit performs systematic and random field audits of a percentage of the 25,000 plus personal property accounts in Davidson County. This state-mandated program began January 1, 1998. An outside auditing firm is presently under contract to assist the Assessor's Office Audit Unit in the fourth year of the audit project.

ASSESSMENT SERVICES

The Assessment Services Division includes Data Entry, Customer Services, Sales Verification/Exemptions and Document Imaging sections.

TECHNOLOGY SERVICES

The Technical Services Division offers computer and technical support for the department.

TRAINING AND DEVELOPMENT

Training Development assists the employees in keeping certifications current as well as offering training in customer support applications.

16 Assessor of Property-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
COMMERCIAL/INDUSTRIAL APPRAISAL AND RESIDENTIAL/RURAL APPRAISAL					
Property Assessment					
1. Complete Property Assessor Strategic Plan, Implement and Monitor during FY 2003*	a. Complete detailed task assignments/productivity schedules	na	na	na	7/15/02
	b. Publish plan and disseminate to staff and others	na	na	na	9/01/02
	c. Perform quarterly reviews for compliance	na	na	na	12/01/02 03/01/03 06/01/03

* More specific Objectives, Tasks, Indicators to be published in Strategic Plan for 2002-2006

Reappraisal Program

1. Perform requirements of State-approved 2005 Reappraisal Plan for Real Property and update files on current.	a. Number of updated listings of parcels, as required by changes	**203,000	**202,000	24,000	25,000
	b. Physically inspect one-third of real property parcels	**203,000	**202,000	80,000	80,000
	c. Perform appraisals on parcels with construction/demolition	na	na	na	5,000
	d. Provide informal staff reviews with property owners	11,000	8,700	2,500	750
2. Perform time-based requirements of State-approved Personal Property Assessment Plan and update files in current basis.	a. Update appraisal roll, as required by changes	6,000	4,329	6,900	7,935
	b. Perform inspections	16,000	13,256	18,400	21,160
	c. Set appraisal on accounts	30,000	28,560	34,500	39,675
	d. Perform informal staff reviews	2,000	1,528	2,300	2,645

** Mass reappraisal year; next mass reappraisal 01/01/05.

Board of Equalization

1. Hear and process appeals of classifications and appraisals on timely basis as required by statutes.	a. Direct and validate Real Estate appeals	10,000	8,700	2,500	750
	b. Hear Personalty appeals	22,000	200	100	100

Hearing Officers Review

1. Provides property owners a review of their new appraisal and assessment at a informal hearing.**	a. Meetings between taxpayers and appraisers	11,000	9,770	na	na
	b. Percent of complaints resolved at the taxpayer and appraiser review level	75%	85%	na	na
	c. Number of complaints reviewed by the hearing officers	8,000	6,525	2,500	750
	d. Percent of complaints resolved at the hearing officer level	90%	85%	85%	85%
	e. Appeals referred to the Board of Equalization	600	487	375	110

16 Assessor of Property-Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
	f. Percent of complaints resolved at the Board of Equalization	75%	85%	85%	85%

** Note: Hearing Officers will be utilized to serve for the Board of Equalization in FY 2002 and FY 2003. The Board of Equalization will review the proceedings and will validate the outcome of the hearings. The compensation for the hearing officers will be paid from BU 16105000, Hearing Officer Review.

PERSONAL PROPERTY APPRAISAL/AUDIT

Personal Property Audit

1. Verify accuracy of tangible personal property account fillings by businesses each tax year.	a. Perform desk audits of taxpayer returns	15,000	15,000	15,000	17,500
	b. Perform field audits (accounts under \$50,000 value)	1,400	1,400	1,400	1,750
	c. Perform book audits (accounts over \$50,000 value)**	1,430	1,600	1,430	2,500

** Contract with TMA to audit must be expanded to include new businesses and those who have grown over \$50,000 value to avoid state sanctions for non-compliance.

16 Assessor of Property-Financial

Assessor of Property
GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	3,400,617	3,302,671	3,728,525	3,764,805
Fringe Benefits	872,846	866,717	898,250	920,300
Per Diem & Other Fees	13,348	2,900	13,348	13,300
TOTAL PERSONAL SERVICES	4,286,811	4,172,288	4,640,123	4,698,405
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	1,001,438	868,278	1,005,438	1,005,400
Purchased Services	28,331	28,306	28,931	28,900
Travel	17,166	11,609	23,666	23,700
Communications	111,000	81,073	15,000	34,500
Printing	62,988	45,620	27,988	23,000
Advertising & Promotion	7,000	5,165	52,000	7,000
Subscriptions	2,754	1,680	2,754	2,800
Tuition, Reg., & Membership Dues	20,978	16,584	30,202	25,200
Repairs & Maintenance Services	60,395	54,676	34,595	82,100
Internal Service Fees	221,738	230,078	886,172	610,016
TOTAL OTHER SERVICES	1,533,788	1,343,069	2,106,746	1,842,616
OTHER EXPENSE:				
Supplies and Materials	11,548	10,718	32,106	32,100
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	2,084	2,044	60	100
Licenses, Permits, & Fees	0	2	200	200
Taxes	0	0	0	0
Grant Contributions & Awards	33	0	33	0
TOTAL OTHER EXPENSE	13,665	12,764	32,399	32,400
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	1,109	0	1,109	1,100
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	5,835,373	5,528,121	6,780,377	6,574,521
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	5,835,373	5,528,121	6,780,377	6,574,521

16 Assessor of Property-Financial

Assessor of Property
GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	6,142	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	6,142	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	254,328	209,556	242,306	217,089
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	254,328	209,556	242,306	217,089
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	254,328	215,698	242,306	217,089
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	254,328	215,698	242,306	217,089

16 Assessor of Property-Financial

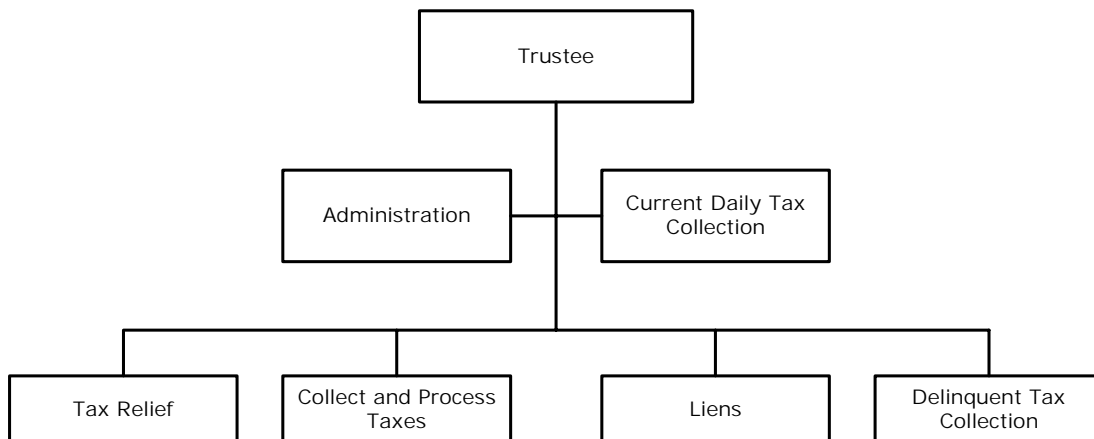
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
16 Assessor Of Property - GSD Fund 10101								
Admin Services Manager	7242	SR13	4	4.0	4	4.0	4	4.0
Admin Services Officer 3	7244	SR10	0	0.0	1	1.0	1	1.0
Admin Services Officer 4	7245	SR12	2	2.0	4	4.0	4	4.0
Administrative Assistant	7241	SR09	0	0.0	4	4.0	4	4.0
Administrative Assistant 1	7240	GS06	2	2.0	0	0.0	0	0.0
Administrative Assistant 2	7241	GS08	3	3.0	0	0.0	0	0.0
Administrative Specialist	7720	GS10	1	1.0	0	0.0	0	0.0
Appraiser 1	2675	SR06	3	3.0	5	5.0	5	5.0
Appraiser 2	2670	SR08	22	22.0	21	21.0	21	21.0
Appraiser 3	7247	SR10	11	11.0	11	11.0	11	11.0
Appraiser 4	4400	SR12	7	7.0	8	8.0	8	8.0
Appraiser Analyst 1	6112	GS06	2	2.0	0	0.0	0	0.0
Appraiser Analyst 2	7246	SR09	4	4.0	4	4.0	4	4.0
Appraiser Analyst 3	6116	SR12	5	5.0	4	4.0	4	4.0
Assessment Manager	6524	SR14	1	1.0	1	1.0	1	1.0
Customer Service Rep 1	7283	GS03	2	2.0	0	0.0	0	0.0
Customer Service Rep 2	6855	GS04	2	2.0	0	0.0	0	0.0
Customer Service Rep 3	7284	GS05	7	7.0	0	0.0	0	0.0
Customer Service Supv	6598	SR10	0	0.0	1	1.0	1	1.0
Data Entry Operator 1	2770	GS02	1	1.0	0	0.0	0	0.0
Data Entry Operator 2	2760	SR05	1	1.0	1	1.0	1	1.0
Data Entry Operator 3	4600	GS04	2	2.0	0	0.0	0	0.0
Data Entry Programmer	6817	SR07	3	3.0	4	4.0	4	4.0
Hearing Officer	7198	N/A	20	3.4	15	1.5	15	1.5
Info Systems Manager	7782	SR13	1	1.0	1	1.0	1	1.0
Info Systems Specialist	7783	SR12	0	0.0	2	2.0	2	2.0
Office Assistant 2	7748	GS04	1	1.0	0	0.0	0	0.0
Office Support Rep 1	10120	SR04	0	0.0	1	1.0	1	1.0
Office Support Rep 2	10121	SR05	0	0.0	2	2.0	2	2.0
Office Support Rep 3	10122	SR06	0	0.0	5	5.0	5	5.0
Office Support Spec 1	10123	SR07	0	0.0	1	1.0	1	1.0
Office Support Spec 2	10124	SR08	0	0.0	1	1.0	1	1.0
Tax Assessor-Set Charter	5534	EL	1	1.0	1	1.0	1	1.0
Training Spec	10159	SR11	0	0.0	1	1.0	1	1.0
Total Positions & FTE			108	91.4	103	89.5	103	89.5
Seasonal/Part-time/Temporary	9020		0	0.0	6	3.0	6	3.0
Grand Total Positions & FTE			108	91.4	109	92.5	109	92.5

17 Trustee—At a Glance

Vision	To continue the development of a superior system that will be efficient and practical for the taxpayers who do business with this office.																																																						
Mission	To collect Davidson County's Real Property Tax, Public Utility Tax, Personal Property Tax, Central Business Improvement District Tax, Vegetation Liens and Demolition Liens each year; and administer the Tax Relief Program for the State of Tennessee and Metro Government.																																																						
Budget Summary	<table> <tr> <th></th><th>2000-01</th><th>2001-02</th><th>2002-03</th></tr> <tr> <td>Expenditures and Transfers:</td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$1,425,485</td><td>\$1,989,513</td><td>\$2,018,973</td></tr> <tr> <td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Total Expenditures</td><td>\$1,425,485</td><td>\$1,989,513</td><td>\$2,018,973</td></tr> <tr> <td>Revenues and Transfers:</td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, & Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Total Program Revenue</td><td>\$0</td><td>\$0</td><td>\$0</td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Total Revenues</td><td>\$0</td><td>\$0</td><td>\$0</td></tr> </table>		2000-01	2001-02	2002-03	Expenditures and Transfers:				GSD General Fund	\$1,425,485	\$1,989,513	\$2,018,973	Special purpose funds	0	0	0	Total Expenditures	\$1,425,485	\$1,989,513	\$2,018,973	Revenues and Transfers:				Charges, Commissions, & Fees	\$0	\$0	\$0	Other Governments	0	0	0	Other Program Revenue	0	0	0	Total Program Revenue	\$0	\$0	\$0	Non-program Revenue	0	0	0	Transfers	0	0	0	Total Revenues	\$0	\$0	\$0		
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Transfers	0	0	0																																																				
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Positions	Total Budgeted Positions	31	31																																																				
Contacts	Trustee: Charles Cardwell Financial Manager: Pat Alexander 800 2 nd Avenue North 37201 email: charlie_cardwell@metro.nashville.org email: pat_alexander@metro.nashville.org Phone: 862-6330 FAX: 862-6337																																																						

Organizational Structure



17 Trustee—At a Glance

Budget Highlights FY 2003

• Elected Officials Pay increase	\$1,800
• Pay Plan/Benefit adjustments	52,100
• Fleet Management Consolidation net adjustment	-3,739
• Information Systems billings	-30,948
• Telecommunication net adjustment	-4,053
• Postal Service rates increase	10,100
• Printing and Binding Tax Invoices	4,200
Total	<u>\$29,460</u>

Overview

CURRENT DAILY TAX COLLECTION

The Office of the Trustee accepts the Certified Real Property and Personalty Tax Roll from the Assessor of Property in September of each year. The Trustee's office mails printed tax statements by October 1. The Tennessee Regulatory Authority sends the Utility Tax Roll to the Trustee in December each year, and tax statements are printed and mailed in January. This office also collects and processes the Central Business Improvement District tax receivables.

TAX RELIEF

The Office of the Trustee administers the State of Tennessee and Metro Government Tax Relief Program for the elderly in Davidson County.

COLLECT AND PROCESS TAXES

The Trustee's office maintains the Tax Receivable Roll, collects and processes receivables daily and forwards receipts to the Metro Treasurer's office daily. Tax accounting records and history of approximately 223,700 parcels are maintained by the Trustee's office. This office processes all tax roll adjustments and refunds during the tax year.

LIENS

The Trustee's office collects, processes and records Property Tax Vacant Lot Liens that are placed on properties by the Metro Department of Parks and Recreation. This office also collects and processes demolition liens that are placed on properties by the Metro Codes Department.

DELINQUENT TAX COLLECTION

The Trustee's office collects and processes delinquent taxes March 1 through the following February 28, sends delinquent taxes to the Clerk and Master, and maintains and posts all payments collected through the Clerk and Master.

17 Trustee—Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
CURRENT DAILY TAX COLLECTION					
1. Collect and process real property, utility and personalty taxes.	a. Real property, utility and personalty tax receivable	\$442,000,000	\$579,142,000	\$490,000,000	\$600,000,000
	b. Tax statements mailed	270,000	265,000	270,000	270,000
	c. Active parcels	225,000	230,000	224,000	230,000
	d. Tax receipts mailed	229,000	229,000	228,000	230,000
2. Collect central business improvement district tax.	a. Central business improvement district tax receivable	\$504,600	\$606,000	\$700,000	\$800,000
	b. Parcels from which revenue is received	466	476	460	480
	c. Business District revenue received	\$490,000	\$574,000	\$670,000	\$750,000
TAX RELIEF					
1. Implement tax relief program.	Tax relief recipients	3,600	3,610	3,500	3,400
COLLECT AND PROCESS TAXES					
1. Process refunds and adjustments and collect property liens.	a. Refunds and adjustments (number of properties)	7,000	2,600	2,200	5,000
	b. Amount of refunds and adjustments	\$6,000,000	\$3,800,000	\$5,000,000	\$5,000,000
	c. Property tax liens	185	293	180	325
	d. Property tax lien receivable	\$140,000	\$186,634	\$180,000	\$225,000
	e. Demolition liens	na	23	42	30
	f. Demolition lien	na	\$91,693	\$295,000	\$125,000
DELINQUENT TAX COLLECTION					
1. Collect and process delinquent real property, utility and personalty taxes.	a. September 1 through February 28 delinquent real property, utility and personalty tax projected received	\$7,000,000	\$12,496,361	\$5,000,000	\$10,000,000
	b. September 1 through February 28 delinquent real property, utility and personalty tax projected receivable	\$14,000,000	\$15,940,158	\$13,500,000	\$17,000,000

17 Trustee—Financial

Trustee
GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	952,426	948,536	999,899	1,047,261
Fringe Benefits	263,622	245,072	269,865	276,500
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	1,216,048	1,193,608	1,269,764	1,323,761
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	400	124	200	200
Travel	3,213	1,719	3,113	3,100
Communications	112,329	110,060	112,429	122,500
Printing	49,164	44,859	49,564	53,800
Advertising & Promotion	3,200	2,279	3,200	3,200
Subscriptions	723	561	723	700
Tuition, Reg., & Membership Dues	3,749	2,127	3,749	3,700
Repairs & Maintenance Services	3,000	3,037	3,100	3,100
Internal Service Fees	30,859	28,298	534,752	496,012
TOTAL OTHER SERVICES	206,637	193,064	710,830	686,312
OTHER EXPENSE:				
Supplies and Materials	2,700	5,046	8,819	8,800
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	100	76	100	100
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	2,800	5,122	8,919	8,900
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	1,425,485	1,391,794	1,989,513	2,018,973
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	1,425,485	1,391,794	1,989,513	2,018,973

17 Trustee—Financial

Trustee
GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	0	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	0	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	0	0	0

17 Trustee—Financial

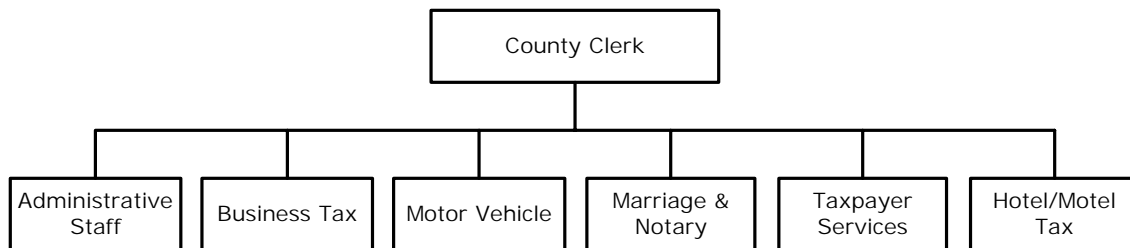
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

		FY 2001		FY 2002		FY 2003	
<u>Class</u>	<u>Grade</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
17 Trustee - GSD Fund 10101							
Administrative Assistant 2	7241 SR13	1	1.0	1	0.0	0	0.0
Collections Officer	1290 SR13	1	1.0	1	1.0	1	1.0
Deputy - Tax Accounting	6554 NS	17	17.0	17	18.0	18	18.0
Deputy Trustee	1503 NS	4	4.0	4	4.0	4	4.0
Trustee	5635 EL	1	1.0	1	1.0	1	1.0
Total Positions & FTE		24	24.0	24	24.0	24	24.0
Seasonal/Part-time		7	7.0	7	7.0	7	7.0
Grand Total Positions and FTE		31	31.0	31	31.0	31	31.0

18 County Clerk—At a Glance

Mission	To collect certain state privilege license fees as well as other state and local revenues, fees, commissions, and taxes as provided by law.																																																						
Budget Summary	<table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td>Expenditures and Transfers:</td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$3,163,645</td><td>\$3,275,906</td><td>\$3,484,215</td></tr> <tr> <td>Special purpose funds</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr> <tr> <td>Total Expenditures</td><td><u>\$3,163,645</u></td><td><u>\$3,275,906</u></td><td><u>\$3,484,215</u></td></tr> <tr> <td>Revenues and Transfers:</td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, & Fees</td><td>\$4,000,000</td><td>\$3,900,000</td><td>\$3,800,000</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr> <tr> <td>Total Program Revenue</td><td><u>\$4,000,000</u></td><td><u>\$3,900,000</u></td><td><u>\$3,800,000</u></td></tr> <tr> <td>Non-program Revenue</td><td>200</td><td>400</td><td>900</td></tr> <tr> <td>Transfers</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr> <tr> <td>Total Revenues</td><td><u>\$4,000,200</u></td><td><u>\$3,900,400</u></td><td><u>\$3,800,900</u></td></tr> </table>		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	Expenditures and Transfers:				GSD General Fund	\$3,163,645	\$3,275,906	\$3,484,215	Special purpose funds	<u>0</u>	<u>0</u>	<u>0</u>	Total Expenditures	<u>\$3,163,645</u>	<u>\$3,275,906</u>	<u>\$3,484,215</u>	Revenues and Transfers:				Charges, Commissions, & Fees	\$4,000,000	\$3,900,000	\$3,800,000	Other Governments	0	0	0	Other Program Revenue	<u>0</u>	<u>0</u>	<u>0</u>	Total Program Revenue	<u>\$4,000,000</u>	<u>\$3,900,000</u>	<u>\$3,800,000</u>	Non-program Revenue	200	400	900	Transfers	<u>0</u>	<u>0</u>	<u>0</u>	Total Revenues	<u>\$4,000,200</u>	<u>\$3,900,400</u>	<u>\$3,800,900</u>		
	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>																																																				
Expenditures and Transfers:																																																							
GSD General Fund	\$3,163,645	\$3,275,906	\$3,484,215																																																				
Special purpose funds	<u>0</u>	<u>0</u>	<u>0</u>																																																				
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Other Governments	0	0	0																																																				
Other Program Revenue	<u>0</u>	<u>0</u>	<u>0</u>																																																				
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Non-program Revenue	200	400	900																																																				
Transfers	<u>0</u>	<u>0</u>	<u>0</u>																																																				
Total Revenues	<u>\$4,000,200</u>	<u>\$3,900,400</u>	<u>\$3,800,900</u>																																																				
Positions	Total Budgeted Positions	78	78																																																				
Contacts	<div> <div>County Clerk: Bill Covington</div> <div>email: bill_covington@metro.nashville.org</div> <div>Financial Manager: Tami Drake</div> <div>email: tami_drake@metro.nashville.org</div> <div>Howard Office Building 37210</div> <div>Phone: 862-6050 FAX: 862-5986</div> </div>																																																						

Organizational Structure



18 County Clerk—At a Glance

Budget Highlights FY 2003

• Elected Officials Pay increase	\$1,800
• Pay Plan/Benefit adjustments	122,200
• Postal Service rates increase	8,000
• Fleet Management Consolidation net adjustment	-16,800
• Information Systems billings	112,557
• Telecommunication net adjustment	-9,448
• Subscription increase to <i>National Auto Dealers Association Used Car Guide</i> and <i>Kelley Blue Book</i>	2,000
• Advertising and promotion for materials included in mailing renewal forms to citizens	1,000
• Savings on electric bills at new Madison location	-3,000
• Savings on rent due to new Madison location	-10,000
Total	<u>\$208,309</u>

Overview

ADMINISTRATIVE STAFF

The Administrative Staff Division provides administrative services to the various divisions.

BUSINESS TAX

The Business Tax Division collects Urban and General Services gross receipts tax, issues business licenses, collects Wholesale Beer and Liquor taxes, issues Liquor By the Drink licenses, collects Franchise Fees, issues licenses for Title Lenders, Pawnbrokers' and others.

MOTOR VEHICLE

The Motor Vehicle Division collects state and local motor vehicle fees and taxes for auto titling and registration, and issues motor vehicle license plates and metro stickers at the Clerk's main office and at five branch offices.

MARRIAGE & NOTARY

The Marriage & Notary Division issues Notary Public commissions, Marriage Licenses and collects related fees.

TAXPAYER SERVICES

The Taxpayer Services Division provides troubleshooting for taxpayers, and acts as liaison between the Metro Beautification Division and Metro Police Department.

HOTEL/MOTEL TAX

The Hotel/Motel Tax Division collects Hotel/Motel Occupancy Taxes.

18 County Clerk—Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
BUSINESS TAX					
1. Collect business gross receipts tax and licensing fees (using computers to increase efficiency).	a. Business licenses issued – GSD	27,000	27,793	27,000	27,500
	b. Business licenses issued – USD	21,500	21,372	20,800	21,000
	c. Liquor by the drink licenses issued	350	361	375	400
	d. Wholesale beer & Liquor tax paid monthly	na	10	na	10
	e. Title Lender, Pawnbrokers' licenses, & other misc. licenses issued	na	193	na	150
MOTOR VEHICLE					
1. Collect state and local motor vehicle fees & taxes and process all related documents (using computers to increase efficiency).	a. Vehicle registration	520,000	558,260	524,000	550,000
	b. Metro regulatory wheel tax decal (regular and commercial)	430,000	432,855	430,000	430,000
	c. Dealer auto recording licenses issued (bi-annual)	200	208	200	200
MARRIAGE AND NOTARY					
1. Issue marriage licenses and notary public commissions (using computers to increase efficiency).	a. Marriage licenses issued	6,500	6,081	6,000	6,000
	b. Notary public commissions issued	3,500	3,504	3,850	3,500
HOTEL/MOTEL TAX					
1. Collect hotel and motel taxes.	a. Hotels taxed	217	213	227	220
	b. Average monthly collection (per hotel)	\$ 8,015	\$7,669	\$ 8,000	\$7,500

18 County Clerk-Financial

County Clerk
GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	2,129,639	2,121,217	2,252,140	2,360,773
Fringe Benefits	623,039	604,616	636,895	652,300
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	2,752,678	2,725,833	2,889,035	3,013,073
OTHER SERVICES:				
Utilities	6,000	1,801	6,000	3,000
Professional Services	0	0	0	0
Purchased Services	36,100	38,598	36,100	36,100
Travel	225	229	225	200
Communications	88,700	102,978	88,700	88,700
Printing	48,700	39,508	75,700	75,700
Advertising & Promotion	529	604	529	1,500
Subscriptions	1,000	1,980	1,000	3,000
Tuition, Reg., & Membership Dues	495	243	495	500
Repairs & Maintenance Services	5,000	5,950	5,000	5,000
Internal Service Fees	76,169	80,827	82,333	176,642
TOTAL OTHER SERVICES	262,918	272,718	296,082	390,342
OTHER EXPENSE:				
Supplies and Materials	18,312	13,417	31,052	31,000
Misc. Other Expenses & Payments	2,730	4,015	2,730	2,700
Fixed Charges	55,282	50,818	55,282	45,300
Licenses, Permits, & Fees	1,725	458	1,725	1,800
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	78,049	68,708	90,789	80,800
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	3,093,645	3,067,259	3,275,906	3,484,215
TRANSFERS TO OTHER FUNDS & UNITS:	70,000	72,807	0	0
TOTAL EXPENSE AND TRANSFERS	3,163,645	3,140,066	3,275,906	3,484,215

18 County Clerk-Financial

County Clerk
GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	0	0	0
Commissions and Fees	4,000,000	3,751,745	3,900,000	3,800,000
Subtotal Charges, Commissions, & Fees	4,000,000	3,751,745	3,900,000	3,800,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	4,000,000	3,751,745	3,900,000	3,800,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	200	880	400	900
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	200	880	400	900
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	4,000,200	3,752,625	3,900,400	3,800,900

18 County Clerk-Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

		FY 2001		FY 2002		FY 2003	
<u>Class</u>	<u>Grade</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
18 County Clerk - GSD Fund 10101							
Admin Assist-County Clerk	7804 NS	1	1.0	1	1.0	1	1.0
Bus Tax Dir-County Clerk	7216 NS	1	1.0	1	1.0	1	1.0
Chief Auditor-County Clerk	7217 NS	0	0.0	0	0.0	1	1.0
Chief Deputy Clerk-County Clerk	7077 NS	1	1.0	1	1.0	1	1.0
County Clerk	1336 EL	1	1.0	1	1.0	1	1.0
Deputy Clerk 1-County Clerk	6787 NS	6	6.0	6	6.0	6	6.0
Deputy Clerk 2-County Clerk	6788 NS	11	11.0	11	11.0	11	11.0
Deputy Clerk 3-County Clerk	6789 NS	20	20.0	20	20.0	20	20.0
Deputy Clerk 4-County Clerk	6790 NS	10	10.0	10	10.0	10	10.0
Deputy Clerk 5-County Clerk	6791 NS	1	1.0	1	1.0	0	0.0
Deputy Clerk 6-County Clerk	6792 NS	2	2.0	2	2.0	2	2.0
Dir Taxpayer Services	7647 NS	1	1.0	1	1.0	1	1.0
License Inspector 1	2935 NS	12	12.0	12	12.0	12	12.0
Systems Dir-County Clerk	7218 NS	1	1.0	1	1.0	1	1.0
Total Positions & FTE		68	68.0	68	68.0	68	68.0
Seasonal Employees	9020 NS	10	10.0	10	10.0	10	10.0
Grand Total Positions and FTE		78	78.0	78	78.0	78	78.0

